

# UIC JOHN MARSHALL LAW SCHOOL



## **Attendance Policies: First-Day Attendance, General Attendance, and Roll-Verification**

### **1. First-Day Attendance**

- a. First-Day Class Attendance Required:** Students who do not either attend the first class of the semester or contact the professor before or on the first class day regarding the student's absence from that class will be notified that they will be dropped from the class roll.
- b. "First Day" and "Attendance" Defined for Online Courses and the Online Portions of Hybrid or Blended Courses:**
  - i. First Day:** For purposes of this policy, Friday of the first week of classes in a semester or term is considered the first day of class for online classes. It is also considered the first day of a blended or hybrid course, if the live portion of the class has not yet convened by that day. Thus, a student must participate in the online class no later than the first Friday to comply with this policy. Students should note that online course pages open on the first day of the semester and that individual course professors will set the specific schedule for work to be completed.
  - ii. Attendance:**
    - 1.** A student attends an online course (or the online portion of a hybrid or blended course) by participating in class or otherwise engaging in an academically related activity. Examples of academically related activity include but are not limited to contributing to an online discussion or chat session; posting to a wiki; submitting an assignment or working draft; working through exercises; taking a quiz or exam; viewing or completing an interactive tutorial; attending a synchronous class; participating in an online study group; and initiating contact with a faculty member to ask a course-related question.
    - 2.** Discussing matters other than the course's subject matter does not count as attendance, even if the student contacts the course instructor to discuss them. Examples of topics

whose discussion would not qualify as attendance would include plans about submitting assignments, requests for extensions on deadlines for assignments, notifications of illness, or inquiries about purchasing course materials.

3. Academically related activities are readily tracked and documented through the Law School's learning-management system, email system, and in some cases publisher websites.
  4. Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance. For example, if a student simply logs into an online course on September 15 and logs out, without any further activity, the student did not attend the online class that day.
- c. Petition to Remain in the Class:** The student may petition the Vice Dean for Academic Affairs to remain in the class if the student has been notified that they will be dropped in error, or for good cause as determined by the Vice Dean. The student should submit a petition as soon as possible, but must do so within twenty-four hours of being notified that they will be dropped from the class. The decision to grant or deny the petition rests within the Vice Dean's discretion and is not appealable.
- d. Continuing Obligation to Formally Drop Class:** Students who intend to drop a class continue to have the responsibility to drop it officially with the Academic Services Office and are encouraged to do this on a timely basis, following normal Law School procedures.
- e. No Impact on Add/Drop Deadline:** Nothing in this policy precludes a student from adding a class after the first class but before the add/drop deadline.

## 2. Minimum Attendance Requirements and Waivers

- a. **General Policy:** The Board of Law Examiners in each state requires a certificate of attendance from the law schools attended by the applicant in order to take the bar examination. To execute this certificate faithfully, the school must insist on regular attendance. Therefore, students are required to attend all classes scheduled. A student absent for more than 25 percent of the total number of class meetings will not be allowed to write the examination and will receive a grade of WF (withdraw/fail) for the course. The number of absences permitted may be reduced by the professor on written notice at the beginning of the class.
- b. **Absence Related to Religious Observation:** UIC John Marshall Law School recognizes the diversity of religious practices of its students,

faculty, and staff. Therefore, in addition to the 25 percent allowed, students are excused for religious observances from two class sessions in each course enrolled in every semester. Students should notify the professor in writing in advance of class that they will be absent due to their practice of religion.

- c. **Waivers:** In truly exceptional circumstances, a student may petition in writing and state good cause why this policy should be waived. The waiver must be approved by the professor teaching the course with the concurrence of the Vice Dean for Academic Affairs. Consideration in granting the waiver will be given to the total number of classes missed, the subject matter of the course, what steps the student has taken to cover the material missed during the absences, and the reasons given by the student for the absences. Granting a waiver is discretionary.
- d. **Online and Hybrid Courses:** The attendance requirements of this policy extend to online courses and the online portions of hybrid and blended courses. The definition of attendance in online courses and the online portions of hybrid and blended courses is set forth under Section 2. B. of this policy.

### 3. Roll-Verification

- a. **Faculty Verification:** Each semester, faculty must verify the accuracy of class rolls on the first day of class and again after the end of the add/drop period for each term. Class rolls are not official until add/drop is over. The Academic Services Office will send email messages reminding faculty to verify and report students who are absent at the end of the first week and at the end of the add/drop period.
- b. **Purpose:** The purpose of reporting attendance is to prevent problems associated with tuition refunds, federal financial aid relative to Title IV refunding rules, and issuing grades of “WF,” “F,” or “I” for students who never attended class.
- c. **Continuing Obligation to Verify Attendance:** Faculty should not only take attendance for each class, but should also check the class roll weekly. If a student has missed two consecutive weeks of class—regardless of whether the student has communicated with the professor—the faculty member should notify the Registrar, who will determine whether the student has stopped attending class without officially withdrawing or whether the student needs other assistance.

***Faculty and administrative policy; last amended January 28, 2019; effective January 28, 2019 (consolidating three separate attendance policies: First-Day Attendance, General Attendance, and Roll-Verification).***